

WORKPLAN

Please use the model provided. Applicants are expected to complete a one-page work plan for each project year.

For each year of your project proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place. Please create additional work plan tables if further space is needed.

The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.

Activity carried out in the Programme Country: = (E.g. activity in France for two weeks in the first month of the project 2= under M1)

Activity carried out in the Partner Country (ies): X (E.g., activity in Tunisia for three weeks in the second month of the project: 3X under M2)

WORKPLAN for project year 1

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
1.1.1	Definition of Mobility and its Role in Educational Process	3,60	2,6=	1=										
1.1.2	Programme Countries' Good Practices	9,60	2,6=	5=	2=									
1.2.1	Analysis of Deficiencies and Potential in TURIL and Serbia	22,20	5x	5x	5x	5x	2,2x							
1.2.2	Needs, Wishes, and Requirements Elaboration for Virtual Mobility Students	11,20	2x	3x	3x	3,2x								
1.2.3	Analysis of Previous Students' Mobility Programs	9,00		3x	3x	3x								
1.3	Competence Profile for Employees in International Companies	4,80		2,4x	2,4x									
1.4.1	Assessment of the Need for Literature	8,80	8,4x	0,4=										
1.4.2	Assessing Current Research Methodology Syllabi at HEIs in TURIL and Serbia	4,00	2,8x	1,2=										
1.5	Overall Assessment Report	3,00				1x	2x							
2.1.1	Development of Selection Criteria for Staff to Be Trained	2,10				2,1x								
2.1.2	Selection of Staff for Training Sessions	5,60					5,6x							

Activities		Total	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
2.1.3	Preparation of Training Sessions (Contents and Agenda)	6,80					1=	3=	2,8=					
2.1.4	Running Training Sessions for Teaching and Administrative Staff	10,40								10,4x				
2.2	Required Equipment Purchase	7,00									7x			
2.3	Upgrading International Relations Offices or Founding Students' Mobility Offices on a Needs Basis	11,20									2,8x	2,8x	2,8x	2,8x
2.4.1.1	Arrangement of Tender for Literature	1,20		1,2=										
2.4.1.2	Literature Selection and Purchase	13,60		1,8=	11,8x									
2.4.2	Syllabus Elaboration for Students	4,00		1=	3=									
2.4.3.1	Arrangement of Tender for Internet Space for Course Materials	1,20							1,2=					
2.4.3.2	Purchasing Internet Space to Provide the Course Material Online	0,80								0,8x				
2.5.1	Development and Production of Research Methodology Course	5,90			1,9=	3=	1=							
2.5.2	Development and Production of Additional Lectures for Students for Necessary Preparatory Coaching	5,80					3,6=	2,2x						
2.6	Development and Production of Spin-off Lectures on the Basis of Research Methodology Course	18,00									4x	10x	4x	
3.1.1	Development of Selection Criteria for Students	0,60									0,6=			
3.1.2	Two-Level Selection of Students for the First Virtual Mobility Run	2,70										0,7=	2x	
3.1.4	Informing Selected Students About Learning Materials	0,90												0,9x
4.1	Drafting Methodological Framework for Students' Mobility Programs	9,60							1,8=	1,8=	1,5x	1,5x	1,5x	1,5x
5.1	Quality Evaluation Documents	2,80				2=	0,8=							
5.4.1	Online Course Assessment	1,60								0,8=				0,8=
5.5.1	Evaluation of Training Sessions	5,00								4,2x	0,8=			
5.5.2	Assessing the Assimilation of Training and Learning Materials	0,45										0,15=	0,15=	0,15=

Activities		Total	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
5.6.1	Assessment of Employability-Oriented Measures	1,88												1,88=
5.6.2	Assessing Homepage Metrics and Social Accounts Statistics	1,47						0,73=						0,73=
5.8.1	Financial and Administrative Seminar on Erasmus+ Regulation	1,00		1=										
5.11	Quality Assessment of Project Reports	0,36							0,36=					
6.1.1	Creating Project's Identity (Logo, etc.)	0,60	0,6=											
6.1.2	Setting Up and Updating Project's Website, Facebook and Twitter Accounts	6,79		0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x
6.1.3	Developing Project's Materials	2,80	0,93x		0,93x				0,93x					
6.2.1	Organizing Info Days for Students	2,49									0,62x	0,62x	0,62x	0,62x
6.3.1	Distribution of Project Materials During Annual Job Fairs	1,80									0,45x	0,45x	0,45x	0,45x
6.3.2	Distribution of Project Materials Through Career Centers of HEIs	1,40											1,4x	
6.4	Project Newsletter	4,00											1x	3x
7.1.1	Elaboration of Consortium Agreement	7,20	7,2=											
7.1.2	Development of the Manual on Financial and Administrative Regulation	2,00	2=											
7.2	Purchase and Setting Up of Internet Platform for Online Project Management	0,80	0,8x											
7.3.1	Financial and Administrative Management and Coordination	8,00	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=
7.5.1	Kick-Off Meeting	1,00		1=										
7.6	Additional Bi-Annual Steering Committee Meetings and Reporting	2,00		1=				1x						
	SUBTOTAL WORKLOAD	239,03	35,60	29,28	34,32	20,58	17,48	8,22	8,38	19,28	19,06	17,51	15,21	14,12

WORKPLAN for project year 2

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
2.3	Upgrading International Relations Offices or Founding Students' Mobility Offices on a Needs Basis	33,60	2,8x	2,8x	2,8x	2,8x	2,8x	2,8x	2,8x	2,8x	2,8x	2,8x	2,8x	2,8x
3.1.3	Two-Level Selection of Students for the Second Virtual Mobility Run	2,90					0,4=	2,5x						
3.1.4	Informing Selected Students About Learning Materials	0,90						0,9x						
3.2	Elaboration of Evaluation Scale and Value of Completed Work	5,90		5,9=										
3.3.1	Developing Tasks and Collaboration Format for the First Virtual Mobility Run	3,00	1=	2=										
3.3.2	Performing the First Virtual Mobility Run	7,00			3,5=	3,5=								
3.3.3	Submitted Papers Evaluation (First Virtual Mobility Run)	1,40					1,4=							
3.4.1	Developing Tasks and Collaboration Format for the Second Virtual Mobility Run	4,70							1,2x	3,5x				
3.4.2	Performing the Second Virtual Mobility Run	11,40									5,7x	5,7x		
3.4.3	Submitted Papers Evaluation of the Second Virtual Mobility Run	3,80											3,8x	
3.5.1	Research Area Definitions of Hosting Universities	8,00											2,4=	5,6x
3.5.2	PhD Students' Level Assessment and Selection	1,80											0,4=	1,4x
4.1	Drafting Methodological Framework for Students' Mobility Programs	2,00	1x	1x										
4.2	Verification and Improvement of Methodological Framework	16,95			1,69x	1,69x	1,69x	1,69x	1,69x	1,69x	1,69x	1,69x	1,69x	1,69x
4.2.1	Coaching Seminar Before Mutual Cross-Country Mobility Run	2,80						2,8x						

Activities		Total	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
4.2.2	Round Table on Peculiarities of Student-Supervisor Interaction	1,80	1,8x											
5.2.1	First Virtual Mobility Run Assessment	5,10					5,1=							
5.2.2	Second Virtual Mobility Run Assessment	5,90											5,9=	
5.4.2	Online Course Evaluation	2,40					1,2x						1,2x	
5.5.2	Assessing the Assimilation of Trainings and Learning Materials	1,80	0,15=	0,15=	0,15=	0,15=	0,15=	0,15=	0,15=	0,15=	0,15=	0,15=	0,15=	0,15=
5.6.1	Assessment of Employability-Oriented Measures	3,76						1,88=						1,88=
5.6.2	Assessing Homepage Metrics and Social Accounts Statistics	1,47						0,73=						0,73=
5.11	Quality Assessment of Project Reports	0,72		0,36=					0,36=					
6.1.2	Setting Up and Updating Project's Website, Facebook and Twitter Accounts	7,41	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x
6.1.3	Developing Project's Materials	1,87		0,93x					0,93x					
6.2.1	Organizing Info Days for Students	7,47	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x
6.3.1	Distribution of Project Materials During Annual Job Fairs	5,40	0,45x	0,45x	0,45x	0,45x	0,45x	0,45x	0,45x	0,45x	0,45x	0,45x	0,45x	0,45x
6.3.2	Distribution of Project Materials Through Career Centers of HEIs	2,80					1,4x							1,4x
6.4	Project Newsletter	4,00											1x	3x
6.5.1	Sustainability Plan for Courses	6,20		0,2x	3x	3x								
7.3.1	Financial and Administrative Management and Coordination	8,00	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=
7.4.1	Preparation of Intermediate Project Reports	1,50	1,5=											
7.5.2	Second-Year Project Meeting	3,00	3x											
7.6	Additional Bi-Annual Steering Committee Meetings and Reporting	2,00	1x					1x						
	SUBTOTAL WORKLOAD	178,73	14,61	15,70	13,50	13,50	16,50	16,81	9,49	10,50	12,70	12,70	21,70	21,01

WORKPLAN for project year 3

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
2.3	Upgrading International Relations Offices or Founding Students' Mobility Offices on a Needs Basis	33,60	2,8x	2,8x	2,8x	2,8x	2,8x	2,8x	2,8x	2,8x	2,8x	2,8x	2,8x	2,8x
3.5.3	Contacts Establishment and Mobility Run Arrangement	3,70	3,7x											
3.5.4	Preparatory Work and the First Virtual Mobility Run	3,70		2,1=	1,6x									
3.5.5	Real Mobility Runs (Two Months)	31,96				19,2=	12,76x							
3.5.6	Concluding Work and the Second Virtual Mobility Run	7,40						4,2=	3,2x					
4.2	Verification and Improvement of Methodological Framework	15,25	1,69x	1,69x	1,69x	1,69x	1,69x	1,69x	1,69x	1,69x	1,69x			
4.2.3	Conference on Cooperation Among HEIs and Ministries in the Field of Mobility	2,00	2=											
4.2.4	Concluding Administrative Staff Meeting	2,60						2,6x						
4.2.5.1	First Round Table Discussion on Mobility Perspectives for Researchers	2,40						2,4x						
4.2.5.2	Second Round Table Discussion on Mobility Perspectives for Researchers	2,40									2,4x			
4.3	Codification and Dissemination of Methodology for Students' Mobility Programs	10,00										4x	5x	1x
5.3.1	PhD Students' Mobility Run Evaluation	8,60								4,7=	3,9x			
5.3.2	Evaluation of PhD Students' Mobility Run Output	2,40									1,4x	1=		
5.4.2	Online Course Evaluation	1,20								1,2x				
5.5.2	Assessing the Assimilation of Trainings and Learning Materials	1,50	0,15=	0,15=	0,15=	0,15=	0,15=	0,15=	0,15=	0,15=	0,15=	0,15=		
5.6.1	Assessment of Employability-Oriented Measures	3,76						1,88=						1,88=

Activities		Total	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
5.6.2	Assessing Homepage Metrics and Social Accounts Statistics	1,47					0,73=						0,73=	
5.7	Assessment of Developed Methodological Recommendations	6,10											2,3=	3,8x
5.8.2	Financial and Administrative Updating on Erasmus+ Regulation	1,90									1,9x			
5.11	Quality Assessment of Project Reports	0,72	0,36=											3,6=
6.1.2	Setting Up and Updating Project's Website, Facebook and Twitter Accounts	7,41	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x
6.1.3	Developing Project's Materials	3,73		0,93x					0,93x			0,93x		0,93x
6.2.1	Organizing Info Days for Students	6,84	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	0,62x	
6.2.2	Organizing Info Days for Companies	0,00												
6.3.1	Distribution of Project Materials During Annual Job Fairs	5,40	0,45x	0,45x	0,45x	0,45x	0,45x	0,45x	0,45x	0,45x	0,45x	0,45x	0,45x	0,45x
6.3.2	Distribution of Project Materials Through Career Centers of HEIs	1,40						1,4x						
6.4	Project Newsletter	4,00											2x	2x
6.5.2	Sustainability Plan for Mobility Runs	6,60				2x	2x					2,6x		
6.5.3	Sustainability Plan for Students' Mobility Offices	6,60							3x	3x	0,6x			
6.5.4	Updated and Final Report on Sustainability	6,50										2,5x	4x	
6.6	Agreements with Rectorates	17,20							1,8=	4,4x	4x	3x	3x	1x
7.3.1	Financial and Administrative Management and Coordination	8,00	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=	0,67=
7.4.1	Preparation of Intermediate Project Reports	1,50	1,5=											
7.4.2	Development of Final Project Report	1,50												1,5=
7.5.3	Third-Year Project Meeting	2,80	2,8=											
7.5.4	Final Project Meeting	3,40											3,4x	
7.6	Additional Bi-Annual Steering Committee Meetings and Reporting	3,00	1=					1x					1x	
	SUBTOTAL WORKLOAD	228,54	18,00	10,39	8,60	28,20	22,49	20,48	15,93	20,30	21,20	19,34	26,59	17,01